

March 11, 2014



Tullahoma Municipal Airport Authority

807 William Northern Boulevard

P.O. Box 1581

Tullahoma, TN 37388

Meeting Attendance

March 11, 2014

Members Present

<input checked="" type="checkbox"/>	Sharon Tinkler, Chairperson
<input type="checkbox"/>	John Miller
<input type="checkbox"/>	Dennis Hyde
<input checked="" type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input type="checkbox"/>	Sam Crimm
<input checked="" type="checkbox"/>	Steve Worsham

Other Persons Present

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderson Sandy Lindeman
<input checked="" type="checkbox"/>	Wayne Thomas, Tullahoma News

Regular Meeting Minutes

Visitors: David Moss (TAD Project Manager) and Ron Fitzgerald (PDC).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

- 1. Meeting called to order at 5:05 pm.**
- 2. Minutes for the February 11, 2014 meeting were approved** as written with one grammar correction to item #8.
- 3. Public comments** – Chairperson Tinkler introduced David Moss the new project manager from the Aeronautics Division to the Board. Mr. Moss was giving a tour of the Airport prior to the meeting and current projects were discussed.

March 11, 2014

4. **Treasurer's report** – Board members reviewed the financial statements. **A motion was made and approved** to request a \$12,000 appropriation from the Coffee County Commission.
5. **Jon Glass presented the Airport Manager report:**

CURRENT PROJECTS

Terminal Building – Terminal building hours will be 8:00 am to 6:30 pm effective March 9, 2014.

Parish/City/ Agreement – The \$306,451.75 95/5 funded 9/27 rehabilitation project request has been submitted to the Aeronautics Division and was not approved. The first phase of the multi phase rehabilitation project request at \$100,000 with 95/5 funding has been submitted to the Aeronautics Division and was not approved. A one phase \$98,000 project request for drainage repairs was submitted to the Aeronautics Division on 1/31/14. This project request was approved on 2/24/14.

Tree Clearing Project – A 95/5 funded \$15,000 tree clearing project request was submitted to TAD on 4/12/13. The executed grant was received on 8/22/13. The annual inspection was received on 2/20/14. Section 1 violations include 6 to 8 foot trees on the east and west side of runway 9/27. These will be removed in the next 30 days.

Maintenance Contract – A \$10,105 reimbursement was submitted to TAD on 1/22/14 for July 1, 2013 to December 31, 2013 maintenance expenses.

FY 2015 Budget – Budget work session with BOMA is scheduled April 22 at City Hall.

XP Services Ramp Expansion Project – PDC issued the Notice of Substantial Completion for the project on 11/30/12. Curl Construction used 40 of the 45 days allowed to complete the project. Payments 1 of 2 and 2 of 2 have been made to Curl Construction. Retainage of \$10,000 is being held until the project is complete. Steve Upshaw and Ron Fitzgerald completed the final inspection on 10/7/13. The project was completed under the grant amount and a refund will be issued on the local share amount paid. The CO for the hangar was obtained the first week in January 2014.

Northern Field Aviation Maintenance Hangar Project – TAC approved the \$500,000 grant request on 5/16/13. The executed grant was received on 8/22/13. PDC will retain Richard Rinks for design work on the hangar.

March 11, 2014

NW Ramp Expansion Project – The 95/5 funded \$441,048 ramp expansion project was approved at the February 20, 2014 TAC meeting. The \$22,052.40 local share amount was approved by the UDAG loan committee and will be on the agenda for the March 10, 2014 BOMA meeting. TN Skydiving would like to build a hangar on this ramp also in late 2014.

NW Area Environmental Review – St. John Engineering is working on a scaled down Environmental review of the NW area that is being funded by the City. The area being reviewed is less than 100 acres.

NW Airfield Utility Project – Water, sewer and gas line installation is complete. TUB has completed electrical work for the area. Survey work for the road layout is complete. Construction of the road is scheduled for early 2015.

The following 6 projects will be divided into 2 or 3 schedules involving concrete and electrical work to be bid out this Spring. David Moss and Ron Fitzgerald advised that a time frame for projects to be bid would be provided at the April Board meeting.

Airfield Signage – This project request was approved at the July 18, 2013 TAC meeting. The signed grant and local share amount were returned to TDOT on 9/14/13 for processing. TAD received the local share amount but not the signed grant. It will be sent again on 1/27/14.

Runway 6/24 Approach Lighting – Environmental work for the project is completed and approved.

South Taxiway Light Repair –

NW Taxiway Concrete Repair and Lighting – Bids were opened on 9/5/13. We received one bid that exceeded the grant amount available.

Ramp Concrete Repair –

South Ramp Drainage Repair –

Cargo Aircraft – Cargo log attached.

TN Airports Conference – Conference will be held March 18 to 19 at the Embassy Suites in Murfreesboro.

FUEL SALES

Fuel sales for the month of February 2014 were 7,303.12 gallons. This is a 2,136.29 gallon increase in the 5,166.83 gallons sold in February of 2013. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

March 11, 2014

February 2014	AVGAS	AVGAS SS	Total
Gallons	1,916.99	793.13	2,710.12
Flow Fee	\$191.69	\$79.31	\$271.00
Pump Fee	\$958.49	\$198.28	\$1,156.77

February 2014	Jet Full Price	Jet Misc. Discount	Total
Gallons	697	3,896	4,593
Flow Fee	\$69.70	\$389.60	\$459.30
Truck Fee	\$69.70	\$389.60	\$459.30
Pump Fee	\$697.00	\$2,706.40	\$3,403.40

Total AVGAS & Jet Gallons = 7,303.12

Total Flow Fee = \$730.30

Total Jet Truck Fee = \$459.30

Total Pump Fee = \$4,560.17

Total Part-Time Employment Cost = \$1,819.50

Jet Truck Fee Minus Rental = -\$140.70**Pump Fee Minus Employment Cost = +\$2,740.67****FUEL PRICES**

3/5/14	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$4.95		\$4.84			\$5.57
AVGAS FS	\$5.20	\$4.97	\$4.84	\$4.95	\$5.50	\$5.77
Jet	\$4.99	\$4.39	\$4.91	\$4.55	\$4.50	\$4.98

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
February 2013	5,166.83
February 2012	8,112.55
February 2011	2,918.6
February 2010	6,237.5
February 2009	6,637.8

March 11, 2014

February 2008	8,972.5
----------------------	---------

February 2014 OPERATIONS

Single Engine Based	252
Multi Engine Based	20
Jet or Turboprop Based	68
Single Engine Transient	106
Multi Engine Transient	8
Jet or Turboprop Transient	40
Military	8
Total	502

MAINTENANCE/NAVAID PROBLEMS

NDB – NDB functioning normal starting on 3/4/14.

VOR – Inoperable for 7 days in February 2014. Elger Holland located some very rare parts to fix the transmitter. He will return soon to repair the VOR.

AWOS – No problems or outages for February 2014.

Veeder Root Fuel System – No problems or outages for February 2014.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for February 2014.

REILS AND PAPI – FAA did a flight check on runway 18/36 PAPI's. The 18 PAPI's were taken out of service due to trees. A NOTAM has been filed. FAA was notified to schedule a flight check on 3/27/13. FAA was notified again on 10/30/13 to schedule a flight check.

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE –

OTHER –

AIRPORT MARKETING/PRESENTATIONS –

SUGGESTION BOX – No suggestions as of 3/7/14.

6. Old Business:

- A. Parish/City Agreement Committee Update–** Chairperson Tinkler reported that the Aeronautics Division approved a grant for drainage improvements in the amount of \$98,000. She reported that John Parish requested that drainage improvements be made to the east and west end of runway 9/27 and that the

March 11, 2014

runway be extended to 3,140 feet. The drainage problems will be corrected with 2 projects scheduled to be completed later this year.

7. New Business:

- A. Mike Botwin (S203) Lease Agreement** – Jon Glass reported that Mike Botwin passed away in November of 2013. Larry Wilhite requested permission to enter into a new ground lease for the hangar. **A motion was made and approved** to enter into a new ground lease agreement for hangar #S203 with Larry Wilhite after he purchases the hangar from the Botwin estate. **A motion was made and approved** to write off the \$36.19 balance owed by Mr. Botwin for the ground lease on hangar S203 effective February 10, 2014.
- B. Chuck Armstrong (N312) Construction Lease Agreement** – Chuck Armstrong requested permission to transfer his construction lease to Bill Stuart since his hangar will be constructed on the northwest side of Airport. **A motion was made and approved** to transfer #N312 construction lease to Bill Stuart. Jon Glass reported that due to storm line drains on this site that only a 6,400 square foot hangar could be built on the site not the 8,000 square foot hangar defined in the lease. Due to this Mr. Armstrong was overcharged on his lease agreement at the time it was signed. **A motion was made and approved** to credit the amount owed by Mr. Armstrong from \$476.81 to \$140.81 and to change the lease agreement to show the correct square footage.
- C. TN Skydiving North Hangar Lease Agreement** – Jon Glass reported that the TN Skydiving lease on the north hangar would end on April 1, 2014. **A motion was made and approved** to have Jeremy Bell prepare a community hangar lease for TN Skydiving that will prorate charges for aircraft storage in the hangar until TN Skydiving builds a new hangar on the northwest area of the Airport.
- D. Officer Elections** – **A motion was made and approved** by acclamation for the following officer positions;

Sharon Tinkler – Chairperson
Steve Worsham – Vice-Chairman
Karla Smith – Treasurer
Jim Apple - Secretary

- 8.** Alderperson Lindeman reported that the Board of Mayor and Aldermen approved the UDAG loan for the ramp expansion project local share amount.

9. Meeting was adjourned at 5:35 pm.

March 11, 2014

Submitted on 3/13/2014

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting